

Eddie Baza Calvo  
Governor



GENERAL SERVICES AGENCY  
Government of Guam  
148 Route 1 Marine Drive Corp  
Piti, Guam 96915

Ray Tenorio  
Lt. Governor

## **Invitation for Bid GSA-045-16**

60-MONTH LEASE AGREEMENT – COPIER

### **Amendment # 1**

April 18, 2016

1. Amend to replace Pages 29 thru 32 of 32 with the attached
  - a. "Page 29 of 32, Revised 04/18/16"
  - b. "Page 30 of 32, Revised 04/18/16"
  - c. "Page 31 of 32, Revised 04/18/16"
  - d. "Page 32 of 32, Revised 04/18/16"

All others remain unchanged.

A handwritten signature in red ink, appearing to read "Claudia S. Acfalle 4/18/16".

Claudia S. Acfalle  
Chief Procurement Officer

ITEM NO.	DESCRIPTION	QTY	UOM	MONTHLY PRICE	ANNUALY PRICE	60-MONTH EXTENDED PRICE
1.1	60 Month Lease Agreement Multifunction Copier/Printer/Scanner/Fax. As per following specifications:	3	EA	\$ _____	\$ _____	\$ _____

**Charges for overage for copies exceeding the monthly POOLED allowance prints for Five (5) Units (fixed rate throughout contract term):**

Black/white Print Copies

\$ \_\_\_\_\_

Color

\$ \_\_\_\_\_

**Monthly Pooled Print Allowance for Five (5) Units (Item 1.1 & 1.2):    Black: 80,000    Color: 3,000**

**SPECIFICATIONS:**

**BIDDING ON / REMARKS:**

Multifunction Color Copier/Printer/Scanner/Fax Machine	_____
Fixed Price for the term of the lease	_____
Minimum rate speed of 70 prints/copies per minute	_____
Black and Color Scanning	_____
Dual scanning capable	_____
5 ½ x 8 ½ to 11 x 17 paper size support	_____
Scan Speed of up to 133 ipm	_____
Supports 16 to 110 lb. (60-300gsm) Paper weights	_____
Five (5) trays including Bypass tray with up to 3140 sheet minimum total paper capacity	_____
Up to 130 page automatic duplexing document feeder	_____
Up to 50 sheet multi-position stapling, hole punching, booklet making with center stitch and V folding	_____
Off-line up to 50 sheet convenience stapler	_____
RAM and Hard Drive	_____
PCL and Post Script Print Drivers	_____
On Board anti-virus protection	_____
Two-sided printing and copying up to 11x17	_____
Reduction/Enlargement from 25% up to 400%	_____
<b>Minimum print resolution of 600 x 600 dpi</b>	_____
Network connectivity through 10/100/1000 BaseT	_____
Print from and Scan to USB Memory Drive	_____
Scan to Folder and Scan to Email	_____
Selectable image formats on the device; TIFF, Password Protected PDF, And Searchable PDF Formats	_____
Up to 33.6kbps Walkup, LAN faxing and Fax Forwarding to Email	_____
Accounting with the ability to restrict user to color copying and printing, Assignable volume limits for color and black printing; password Protection of user accounts, and Reporting of users' machine Utilization (Copy, Fax and Scan)	_____
Appropriate or Suitable Line Conditioner for the copier	_____
Energy Star Rated	_____



**Full Service & Maintenance Support, including the following:**

Loner Machine upon request if machine is down for an extended period at no additional charge with all supplies including staples except paper.

Print Credits for prints made by service technicians as well as damaged/unacceptable machine prints presented to the technician at the time of service call.

Machine replacement guarantee if not satisfied with the performance throughout the lease term.

Initial network installation support with ongoing tool free telephone support

Free installation and delivery of all supplies, except for paper and staples.

All consumable supplies except paper.

Pickup all used consumable supply items for recycling

Professional Training

**Vendor help desk with the following:**

Proactive device monitoring and automated supply replenishment (i.e. toner supplies automatically sent to ensure end-user will not run out of supplies)

Ability for end-user to check status of service calls and supplies via the Web or similar service

Monthly reports detailing machine meter readings, ordered supplies and service calls

Personally assigned client relationship specialist to assist in managing supplies and service needs.

**\*\*Note: THE U.S. FEDERAL GSA CONTRACT PRICING AND ITS TERMS AND CONDITIONS WILL BE CONSIDERED, IF OFFERED.**

**BIDDING ON:**

**MANUFACTURER:** \_\_\_\_\_

**MAKE:** \_\_\_\_\_

**MODEL:** \_\_\_\_\_

**PLACE OF ORIGIN:** \_\_\_\_\_

**DATE OF DELIVERY:** \_\_\_\_\_

ITEM NO.	DESCRIPTION	QTY	UOM	MONTHLY PRICE	ANNUALY PRICE	60-MONTH EXTENDED PRICE
1.2	60 Month Lease Agreement Multifunction Copier/Printer/Scanner/Fax. As per following specifications:	2	EA	\$ _____	\$ _____	\$ _____

**SPECIFICATIONS:**

**BIDDING ON / REMARKS:**

Multifunction Color Copier/Printer/Scanner/Fax Machine

Fixed Price for the term of the lease

Minimum rate speed of 40 prints/copies per minute in black & color

Black and Color Scanning

5 ½ x 8 ½ to 8 ½ x 14 paper size support

Scan Speed of up to 54 ipm	
Supports 16 to 80 lb. (60-216gsm) Paper weights	
Three (3) trays including Bypass tray with up to 1250 sheet minimum total paper capacity	
Up to 60 page automatic duplexing document feeder	
Off-line up to 20 sheet convenience stapler	
RAM and Hard Drive	
PCL and Post Script Print Drivers	
On Board anti-virus protection	
Two-sided printing and copying up to 8 ½ x 14	
Reduction/Enlargement from 25% up to 400%	
Minimum print resolution of 600 x 600 dpi	
Network connectivity through 10/100/1000 BaseT	
Print from and Scan to USB Memory Drive	
Scan to Folder and Scan to Email	
Selectable image formats on the device; TIFF, Password Protected PDF, And Searchable PDF Formats	
Up to 33.6kbps Walkup, LAN faxing and Fax Forwarding to Email	
Accounting with the ability to restrict user to color copying and printing, Assignable volume limits for color and black printing; password Protection of user accounts, and Reporting of users' machine Utilization (Copy, Fax and Scan)	
Appropriate or Suitable Line Conditioner for the copier	
Energy Star Rated	
<b>Full Service &amp; Maintenance Support, including the following:</b>	
Loner Machine upon request if machine is down for an extended period at no additional charge with all supplies including staples except paper	
Print Credits for prints made by service technicians as well as damaged/unacceptable machine prints presented to the technician at the time of service call.	
Machine replacement guarantee if not satisfied with the performance throughout the lease term.	
Initial network installation support with ongoing tool free telephone support	
Free installation and delivery of all supplies, except for paper and staples.	
All consumable supplies except paper.	
Pickup all used consumable supply items for recycling	
Professional Training	
<b>Vendor help desk with the following:</b>	
Proactive device monitoring and automated supply replenishment (i.e. toner supplies automatically sent to ensure end-user will not run out of supplies)	
Ability for end-user to check status of service calls and supplies via the Web or similar service	

Monthly reports detailing machine meter readings, ordered supplies and service calls \_\_\_\_\_

Personally assigned client relationship specialist to assist in managing supplies and service needs. \_\_\_\_\_

**\*\*Note: THE U.S. FEDERAL GSA CONTRACT PRICING AND ITS TERMS AND CONDITIONS WILL BE CONSIDERED, IF OFFERED.**

**BIDDING ON:**

**MANUFACTURER:** \_\_\_\_\_

**MAKE:** \_\_\_\_\_

**MODEL:** \_\_\_\_\_

**PLACE OF ORIGIN:** \_\_\_\_\_

**DATE OF DELIVERY:** \_\_\_\_\_

These specifications have been developed by the staff of the Office of the Department of Corrections and approved by Jose A. San Agustin, Director.